



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Community Health and Chronic
Disease Prevention

Division: Division of Community and Public Health

Sub-Section: Bureau of Community Health and Wellness

TITLE: Abstinence Only Education

CUTOFF: EOSFY

DESCRIPTION: Correspondence, contracts, invoices, and other records related to the hiring of contracted educators who travel throughout the state or related to production of instruction materials, as well as all other project documentation. Fiscal records and employment records are duplicates of originals kept in the respective administrative offices.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22567

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Adolescent Health Records

CUTOFF: EOSFY

DESCRIPTION: This program category includes the Adolescent Health Program as well as the Consultation Services program and Teen Outreach Program. Records consist of contract records, correspondence, reports, and invoices.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22564

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Completed Projects Files

CUTOFF:

DESCRIPTION: Completed Projects Files - For brochures, booklets, professional articles, etc. Such projects include: Smoking Cessation In Pregnancy Project, Planned Approach to Community Health, Drug Abuse prevention Initiative. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7643

SERIES STATUS: Approved

APPROVAL DATE: 3/13/1989



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TITLE: Health Promotion Fund Request

CUTOFF:

DESCRIPTION: Health Promotion Fund Request - Documentation for Federal Grant Fund Payments authorized by Health Promotion. Fed Audit incl. CSA.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7642

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Postponing Sexual Involvement

CUTOFF: EOSFY

DESCRIPTION: Contract records and correspondence regarding program to provide education for young Missourians regarding sexual activity and pregnancy prevention. Records arranged by county.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22575

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: School Health Services

CUTOFF: EOSFY

DESCRIPTION: Correspondence, contracts, and reports from contractor. DHSS provides funding so that each participating school (contractor whether K-12 public school or parochial) can have a school nurse on staff. Participating school nurses can attend conferences for continued education to learn more about new information on treatments or mental health.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22577

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
